

Supplementary responses to email questions on the Hiring firm for Collecting and Analyzing Data on Violent Extremist Narratives on Social Media in the Bangla Language for Partnership for a Tolerant, Inclusive Bangladesh (PTIB) Project

Reference: RFP-BD-2021-012

Date: 16 May 2021

S/L	Questions from Bidders	UNDP Response
1.	In terms of Eligibility and Expertise is it mandatory to have experience preferably related to violent extremism. Please clarify.	UNDP expects the firm with established expertise in the field of Prevention of Violent Extremism (PVE). The scoring criteria also have VE experience outlined and the firm with this particular experience will obtain higher score.
2.	In terms of team structure-is it important to have resources with experiences preferably related to violent extremism. This more applicable to Team Leader, Social Media Analyst, Senior Expert Advisor. Please clarify	It is clearly identified for which positions experience with violent extremism is mandatory, preferable or not relevant.
3.	Collect high resolution data on violent extremist narratives and presence online in the Bangla language – does that mean all the content has to be done in Bangla language. Please clarify.	Research has focus on online violent extremist narratives in Bangla language. Reporting will be in English.
4.	Produce monthly and quarterly evidence-based assessments of the violent extremist footprint online, summarizing and analysing key trends in the collected data. This would be in English or Bangla. Please clarify	All reports are in English.
5.	Technical support and advice to UNDP advice on PVE and social media engagement. This would be definitely in English . Please confirm.	Yes it should be in English.
6.	Duration of the Work and Duty Stations: If the contractor is an international firm, the team leader is expected to have 2 missions to Dhaka, each mission minimum of 5 working days. That means the proposed Team Leader can be from India with the given profile in the RFP. Please clarify	The team leader can be from any part of the world with the required expertise as per criteria.
7.	Qualifications of the Successful Contractor: Examples of at least five key	You can submit examples of work by attaching the link or URL of those works.

	publications through his/her leadership. 2 samples should be submitted. There is a proper format for CV of Proposed Key Personnel whereby there is no mention of such publications. How do we do it. Please clarify	
8.	As per RFP-there are 8 proposed personnel with their total days of involvement. Is this final or agency can propose their mandays. Please suggest	These are the minimum number of man-days. The firm can neither increase nor reduce the man-days as it will put the evaluation and comparison in a challenge.
9.	Out of Pocket includes Travel Cost, Daily allowance, Communications, Reproduction etc. How about the International flights, accommodations charges etc. Please clarify. What is the mechanism of reimbursement for Out of pocket expenses? Please clarify.	<p>TOR mentions wrongly that travel costs for the 2 missions of the team leader to Dhaka, should not be included in the lumpsum.</p> <p>The firm will follow the RFP Bid data sheet instruction and submit a proposal with all cost components clearly outlined. UNDP will follow the reimbursement as per the payment schedule.</p> <p>UNDP will adhere to its standard ICSC DSA¹ for justifying the value for money of the submission.</p>
10.	RFP mentions: Provide quarterly (ten) and annual reports (two) to UNDP; Twenty-seven monthly, nine quarterly, two annual and one final professional reports are to be produced analyzing and summarizing recent trends in the data and elaborating on key dynamics and themes. How about the associated cost in terms of translation, infographics, the printing of charges etc. Will those be part of Out of Pocket expenses. Please clarify.	All the costs to include in the “out-of-pocket expenses,” but firms should specify the extent possible and break down the cost components to justify the costs.
11.	Scope of Price Proposal and Schedule of Payments: RFP mentions about the payment installments. Is there any provision of any change—in terms of the advance payment or monthly payments. As all the 8 people are to paid on monthly basis. Please suggest	We do not have any provision or plan at the moment for changing the schedule of payment.
12.	Deadline of Submission: is 16 May 2021, 4.30 PM (Bangladesh Time). Given the restricted working time owing to Covid and with the festival in Bangladesh-can we please request for an extension to	<u>Yes, under the exceptional circumstances we will extend to 30 May 2021 4.30 PM (Bangladesh time) instead of the previous deadline of 24 May 2021</u>

¹ <https://icsc.un.org/Home/DailySubsistence>

	another fortnight by 30 May. Sincere request.	
13.	RFP states firm needs to submit audited financial reports for 3 years. In many countries firms are not legally obliged to have audited financial reports. Can firm submit financial reports that are approved following their country legal framework but not audited?	Firms that cannot submit audited financial reports have to provide the country-specific waiver mandatorily and provide other reports that prove their turnover, following the legal obligations in their countries. The RFP corporate requirement for Audited Financial Report and the firms need to provide evidence for the otherwise and that there is no legal obligation for financial audits in their countries.